

# COIT Pop-Up Policy Regarding Use of City IT Resources Policy

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## **Introduction**

Under the provisions of the City and County San Francisco Administrative Code, information resources are the strategic assets of the City and County of San Francisco governed by the Committee on Information Technology (COIT). Appropriate use of IT resources, use solely for City business, is an important part of IT management and a long established requirement. The COIT Pop-up Policy Regarding Use of City IT Resources Policy does not create a new policy with respect to appropriate use of City IT resources, but rather recommends that departments communicate these requirements through a pop-up communication in addition to other methods of conveying this requirement. By a pop-up communication, we mean a message that appears when a City employee logs on to a City computer.

## **Purpose**

To provide employees a persistent reminder that City resources, including computer systems and e-mail accounts, are to be used solely for City business. Requirements regarding appropriate use of City IT resources are set forth in the Employee Handbook and departmental policies; however, a pop-up communication through which employees receive a reminder each time they log on to a City computer provides an additional, persistent reminder of this requirement.

## **Policy**

All City departments should implement a pop-up communication that reminds employees that City IT resources are to be used solely for City business each time they log onto a city computer.

An example of a pop-up communication guideline is the message delivered by the Department of Human Resources to its employees:

City resources, including computers and email accounts are to be used solely for City business. Please note that computer documents and emails are automatically saved in the department's archives, in order to ensure compliance with applicable state and local laws regarding records retention and public disclosure. Therefore, emails and documents on City computers are not private and employees should not transmit or store any email or documents on City computers that they wish to keep private. This applies to any and all personal use of City computers and email accounts, even incidental or minimal usage. Please refer to the Department's Statement of Incompatible Activities for more detail regarding prohibited conduct. Inappropriate use of City

resources may result in discipline, up to and including termination of employment.

The Department of Human Resources is available to assist departments in implementing pop-up communications.